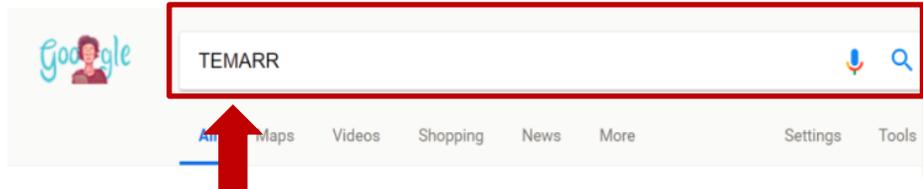
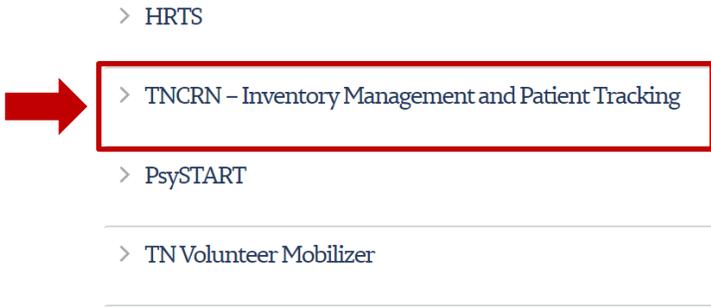
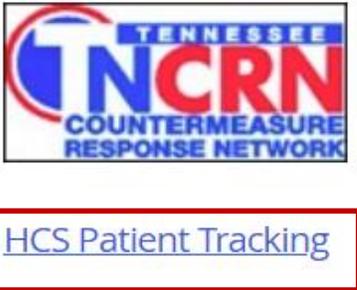


HCS Patient Tracking: Register a Patient Job Aid

This Job Aid will walk you through step-by-step instructions on how to successfully register a patient in the HCS Patient Tracking system.

Note: Because this is a training document, your view may be slightly different than what is shown in the screenshots.

How to...	
Steps	Screen
<p>STEP 1: Open a web browser (e.g. Google Chrome, Internet Explorer, etc.), and enter TEMARR into the <i>search field</i>. <i>Result: TEMARR –TN.gov should be first link listed in the results. Click on it, and you will be taken to the TEMARR home page. Alternatively, you may click here.</i></p>	
<p>STEP 2: Scroll down the page and click on the TNCRN - Inventory Management and Patient Tracking link. <i>Result: This section expands downward and reveals links to both the Inventory Management and HCS Patient Tracking systems.</i></p>	
<p>STEP 3: Click on the HCS Patient Tracking link. <i>Result: The login screen for the HCS Patient Tracking system appears.</i></p>	

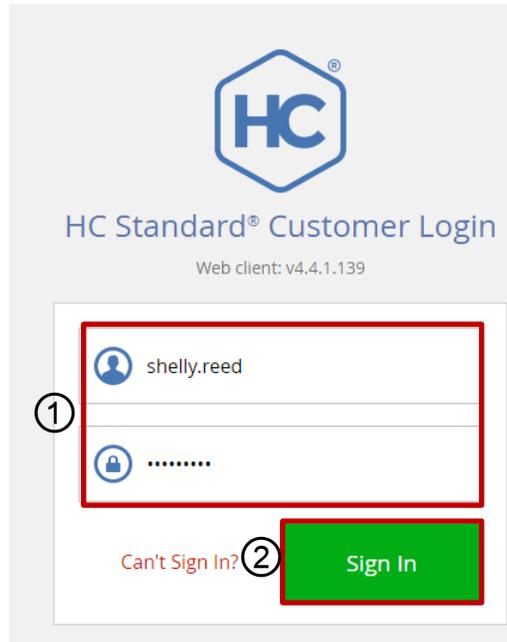
STEP 4:

1. Log into the HCS Patient Tracking system by typing your **Username** and **Password** into the respective *Username and Password fields*.
2. Click on the **Sign In** button.



Result: The home page for the HCS Patient Tracking system displays with a welcome message and your name.

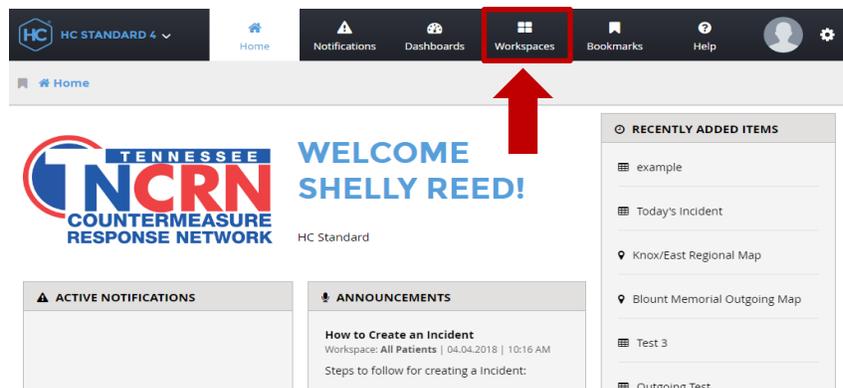
? **HELP:** If you need help with your Username or Password, contact your facility admin or visit the [TEMARR Customer Service Portal](#) [here](#).



STEP 5:

Click on **Workspaces** at the top of the page.

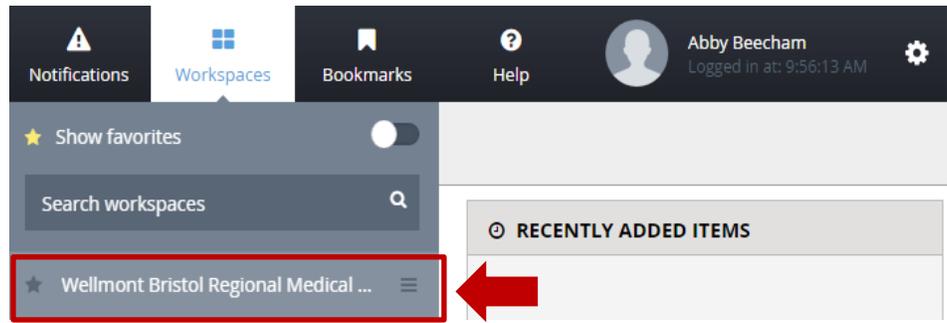
Result: A Search workspaces field appears, as well as a list of the workspaces assigned to you.



STEP 6:

Enter in the **name of your facility** in the *Search workspaces field* to search it out and then click on the name, or simply click on the name if it is already listed.

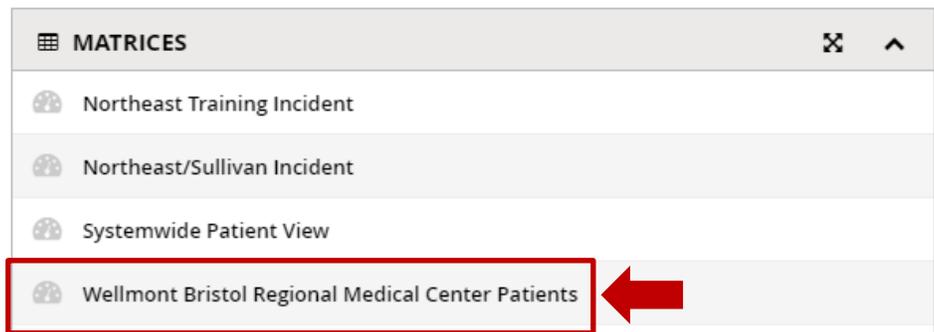
Result: The Workspace page for your facility appears.



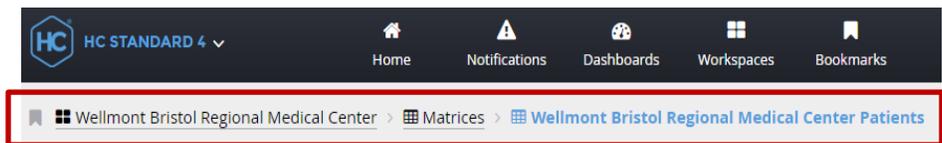
STEP 7:

Locate and click on **[YOUR FACILITY'S NAME] Patients** within the MATRICES section.

Result: The Patient Data Results grid for your facility appears, listing all of your registered patients.

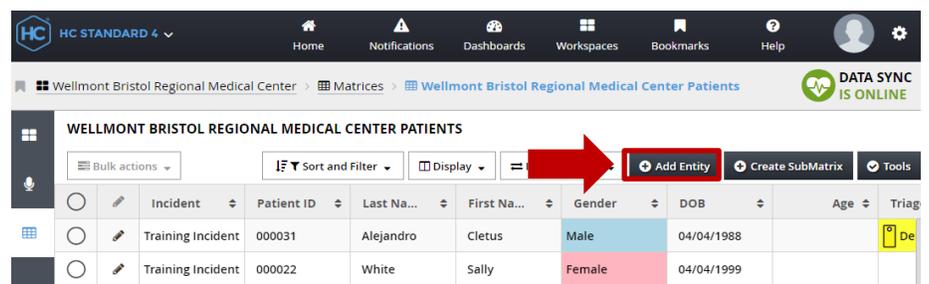


TIP: *If you ever forget where you are in the system, look to the "breadcrumbs" directly underneath the navigation bar to tell you exactly where you started and where you currently are!*



STEP 8:

To register a new patient, click on the **Add Entity** button at the top of the Patient Data Results grid.



STEP 9:

Click on the *Incident field dropdown menu* and then click on either:

- **[YOUR REGION] Incident**, if you are experiencing an emergency (unplanned event)
- **[YOUR REGION] Training**, if you are doing a training exercise, or
- **Statewide Incident**, if your incident impacts beyond your region.

A screenshot of the 'GLOBALS' form. The 'Incident' dropdown menu is highlighted with a red box and a red arrow pointing to it. The selected option is 'Northeast/Sullivan Incident'. Below it, the 'Patient ID' field is empty.

STEP 10:

Enter in the **Patient ID** into the *Patient ID field*.

NOTE: Enter in the Medical Record ID into the *Medical Record ID field*, if required by your facility.

 **TIP:** The **red asterisk (*)** indicates that this is a required field, and **MUST** be filled out in order to register this patient.

A screenshot of the 'GLOBALS' form. The 'Patient ID' field, which has a red asterisk next to it, is highlighted with a red box and a red arrow pointing to it. The 'Incident' dropdown is set to 'Select...' and the 'Medical Record ID' field is empty.

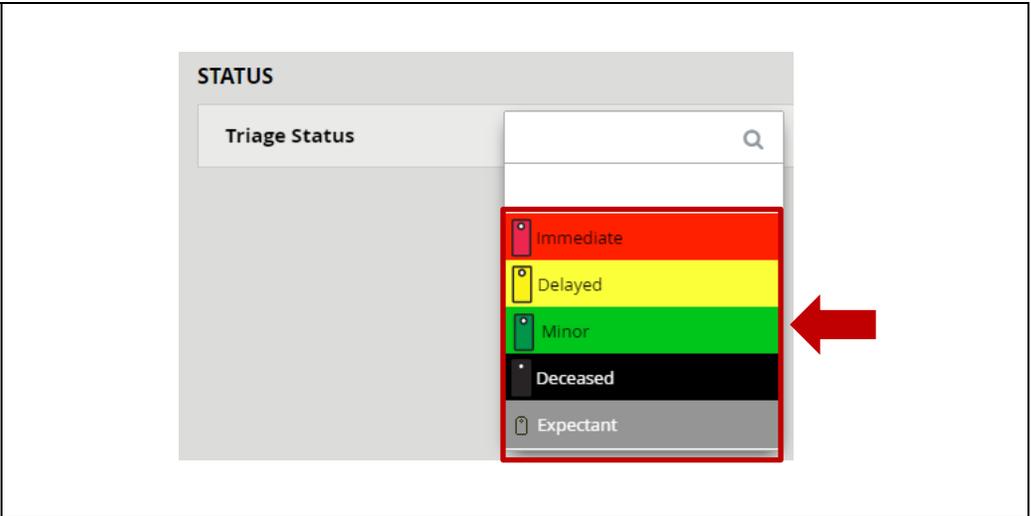
STEP 11:

Click on the **Status** tab.

Result: The triage status list is displayed.

A screenshot of the navigation tabs. The 'Status' tab is highlighted with a red box and a red arrow pointing to it. Other tabs include 'Globals', 'Vitals', 'Treatment', 'Information', and 'Transport'.

Click on the appropriate **triage status** from the dropdown menu.

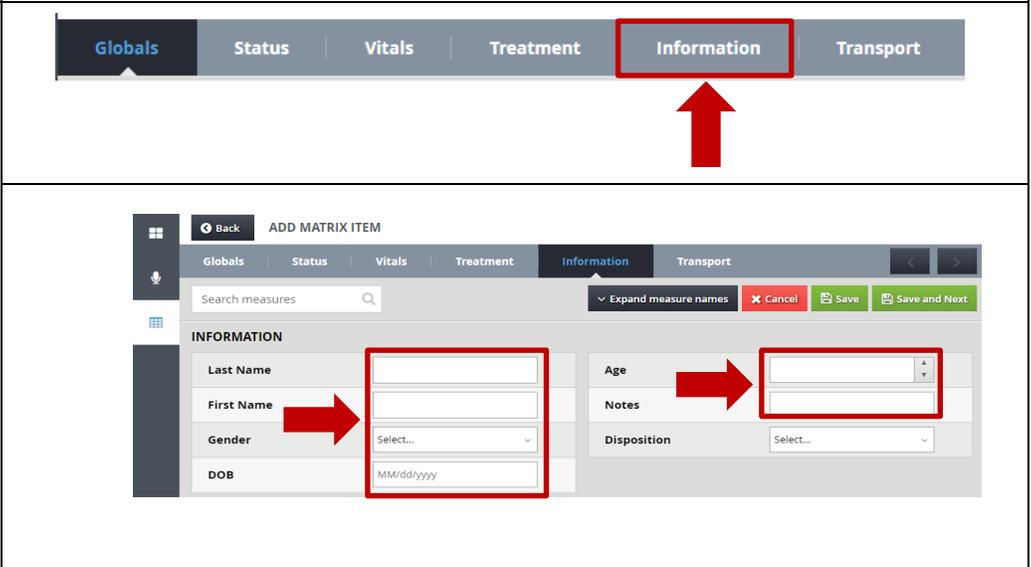


STEP 12:
Click on the **Information** tab.

Result: The patient information fields are displayed.

Fill out the fields of *Last Name, First Name, Gender, DOB, Age, and Notes.*

TIP: These are all optional fields. Fill out any information in the fields as your facility requires, or as time allows.



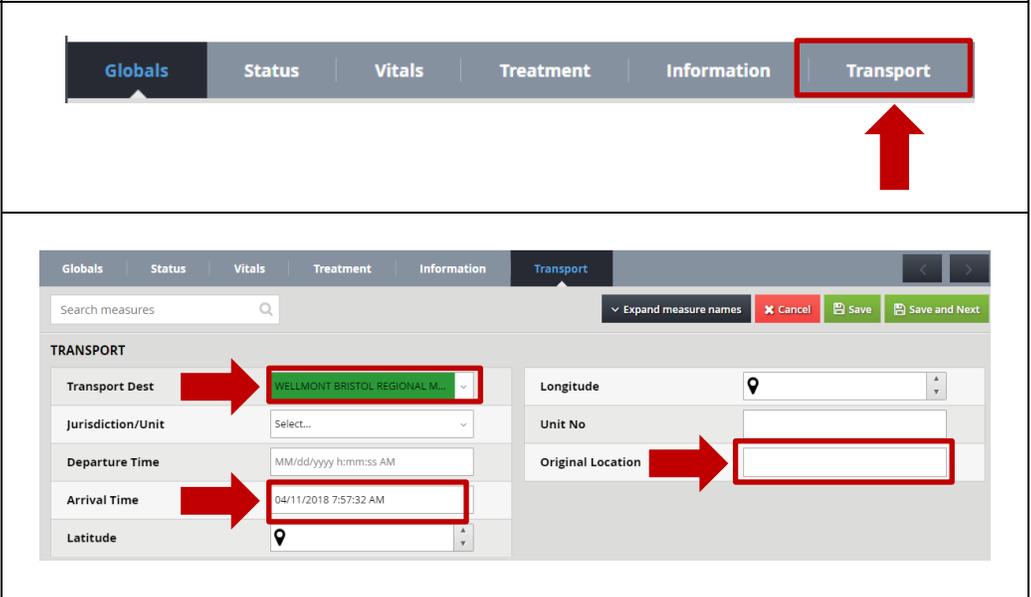
STEP 13:
Click on the **Transport** tab.

Result: The transport fields are displayed.

Fill out the fields of:

- Transport Dest
- Arrival time
- Original Location

Fill out any remaining fields as your facility requires, or as time allows.



STEP 14:

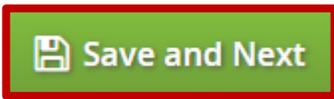
Click on either:

- **Save** to be redirected back to the matrix where you originally started OR



Result: The matrix of all registered patients being tracked by your facility. From here, you may register a new patient by repeating steps 8-14.

- **Save and Next** to save this patient's registration and to register the next patient into the system.



Result: All of the fields clear out on the screen in order to enter in the information of the next patient.

The screenshot shows the 'Transport' tab in the HCS Patient Tracking software. The interface includes a search bar for measures, a 'Cancel' button, and two buttons: 'Save' and 'Save and Next'. A red arrow points to the 'Save and Next' button. Below the buttons is a form with the following fields:

TRANSPORT	
Transport Dest	WELLMONT BRISTOL REGIONAL M...
Jurisdiction/Unit	Select...
Departure Time	MM/dd/yyyy h:mm:ss AM
Arrival Time	04/11/2018 7:57:32 AM
Latitude	📍
Longitude	📍
Unit No	
Original Location	